

Wilmington Selectboard Agenda
February 6, 2024 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 16, 18, and 25, 2024 (5 minutes)
3. Cannabis Commission (5 minutes)
The Cannabis Commission to possibly approve:
 - *A renewal for S-000006952, Retailers for Matterhorn Apothecary, LLC*
4. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Tasting Event Permit at 12 South Main St on 2/9/24 from 5-10 pm, catered by Golden Rule Brew.*
5. Action Items (10 minutes)
 - *The Selectboard to possibly approve the proposal from MSK Engineers in the amount of \$20,500 for the Lake Raponda Dam.*
 - *The Selectboard to review and possibly approve the Rt 9 expansion flyer.*
 - *The Selectboard to possibly appoint Samantha Kondracki to the Recreation Commission for the remainder of a 4-year term expiring in 2027.*
6. Tennis/Pickleball Courts (10 minutes)
 - *The Selectboard to discuss the update on sites for tennis/pickleball courts*
7. Bi-Town Signage Plan (15 minutes)
 - *The Selectboard to possibly adopt the Bi-Town signage plan design for town owned signs.*
8. 1% Local Option Tax Request (10 minutes)
 - *The Selectboard to possibly approve \$4,100 for the Greeter Program*
 - *The Selectboard to possibly approve \$19,070 for construction plans of the Hoot Toot and Whistle Trail project.*
9. Town Meeting (15 minutes)
 - *The Selectboard to discuss Town Meeting suggestions*
10. Other Business/Correspondence
11. Select Board Members Comments
12. Town Manager's Updates (5 minutes)

Wilmington Selectboard Meeting Minutes

January 16, 2024

Present: Tom Fitzgerald, John Gannon, Vince Rice, Sarah Fisher, Tony Tribuno

Others Present: Scott Tucker, Jessica DeFrancesco, Wayne Elliott, Christine Richter, Sherman Turner, Ivy Kirby-DVN, Therese Lounsbury, Colin Bratton, Carl Boyd, Adam Cohen, Will Galway, Jennifer Betit-Engel, Christian Engel, Chris Lavoy, Merrick Gillies, Dan Zern, Bryce Boyer, Hugo Gomes,

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 2, 9 and 11, 2024
 - Tribuno moved to approve the minutes of January 2, 9 and 11, 2024, Rice second; all in favor.
3. Action Items
 - Tribuno moved to approve the annual Certificate of Highway Mileage, Rice second; all in favor.
4. CC Haynes
 - Carl Boyd is asking for Selectboard support to change the Trustee of the CC Haynes Fund to Pettee Library Trustees. He will need to go to Probate Court. Fisher moved to approve the Resolution for CC Haynes Trust, Rice second; all in favor.

Fitzgerald moved to enter into Cannabis Commission at 6:12 pm, Fisher second; all in favor.

5. Cannabis Commission
 - Ratu's gave an update on their first year of business. They have full-time employees with benefits, there is a lot of continuing state compliance, and purchasing products from a local distributor.
 - Tribuno moved to approve a renewal for S-000005793, Retailers for Ratu's Cannabis Supply, LLC, Rice second; all in favor.
 - Fitzgerald moved to approve application S-000003680, Indoor Cultivator Tier 1 Small Cultivator, Nighttime Land Productions LLC, Fisher second; all in favor.

Out of Cannabis Commission at 6:32 pm.

Fitzgerald moved to enter into Liquor Commission at 6:32 pm, Rice second; all in favor.

6. Liquor Commission
 - Fitzgerald moved to approve:
 - A Second-Class Renewal for Ratu's Liquor & Market Inc, Rice second; all in favor.

Out of Liquor Commission at 6:33 pm.

Fitzgerald move to enter into Water and Sewer Commission at 6:34 pm, Rice second; all in favor.

7. Rt 9 Water/Sewer Expansion Update
 - Wayne Elliott gave an update on the Route 9 East Water/Sewer Expansion Project. Cost estimate is challenging. There is still a shortage of contractors. There are challenges regarding the stretch from the bridge to Ballou Hill Rd. At some point in the future, the town may need to look for additional water sources as we get closer to our maximum gallons permitted per day. Colin Bratton, on behalf of WRC, spoke in support of this project and the facilitation of housing and businesses this project could bring.

Out of Water and Sewer Commission at 6:55 pm

8. FY25 Budget

- Total budget is at a 9.54% increase. Flower barrels expenses were moved to 1% Fund and Public Lands and Fences expense line was reduced. Tribuno moved to approve the FY25 budget, \$5,523,520 (amount to be raised), Fisher second; all in favor.

9. 1% Local Option Tax Fund

- Fitzgerald moved to approve an additional \$24,000 for flower barrels, Rice second; all in favor.
- Fisher moved to approve \$150,000 to build new tennis courts and/or pickleball courts out of the floodplain, Rice second; all in favor.

10. Zoning Ordinance Changes

- Fitzgerald moved to approve and recommend the changes to the proposed zoning ordinance to the Planning Commission for subsequent notice and hearing the proposed zoning ordinance, Rice second; all in favor.

11. Other Business/Correspondence

- Zoning Ordinance hearing date; March 12th at 6 pm, reorganization on March 6th at 8:15 am.

12. Selectboard Members Comments

- Gannon; House bill H269 is a problematic bill.

13. Town Manager's Updates

- Some informational materials may go out regarding the Rt 9 expansion project and resolution questions on the ballot.
- Public records lawsuit; attorneys' fee requests were denied for both parties.
- Wastewater discharge permit violation last month, with excessive rainfall.

Meeting adjourned at 7:32 pm

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Selectboard Special Meeting Minutes

January 18, 2024

Present: Tom Fitzgerald, Sarah Fisher, Tony Tribuno **Absent:** John Gannon, Vince Rice

Others Present: Scott Tucker, Jessica DeFrancesco, Gretchen Havreluk, Wayne Elliott,

Meeting called to order at 6:00 pm

1. Visitors, public comments, changes to agenda
2. Resolution of Necessity for Capital Construction Project
 - The Selectboard reviewed the Resolution of Necessity for Capital Construction Project that the public interest and necessity demand that for the purpose of making certain infrastructure improvements, namely, extending water and sewer infrastructure along Route 9 East, with new construction possibly to Ballou Hill and 100-feet beyond the Health Center on Route 100 South to be built on State right-of-way and Private owned lands with legal easements, and to pay related professional fees and project costs (the "Project") at an estimated capital cost of Three Million One Hundred Thousand Dollars (\$3,100,000).
 - Working on an informational mailing to voters.
 - Fitzgerald moved to approve the Resolution of Necessity for Capital Construction Project in the amount of \$3,100,000, Tribuno second; all in favor.
3. Other Business
 - Special meeting to approve the town meeting warning; January 25th at noon.

Meeting adjourned at 6:20 pm

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Selectboard Special Meeting Minutes
January 25, 2024

Present: Tom Fitzgerald, John Gannon, Vince Rice, Sarah Fisher, Tony Tribuno (by phone)

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, Therese Lounsbury

Meeting called to order at 12:01 pm

1. Visitors, public comments, changes to agenda
2. Town Meeting Articles
 - Amended the wording on the social service articles to remove any qualifiers that could “lead” voters. Fisher moved to approve the 2024 Town Meeting Warning as amended, Rice second; all in favor.
3. Other Business
 - Informational meeting; February 26th at 6 pm.

Meeting adjourned at 12:41 pm

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Jessica DeFrancesco

From: noreply@salesforce.com on behalf of VCCB Applications
<ccb.applications@vermont.gov>
Sent: Thursday, January 25, 2024 2:02 PM
To: Jessica DeFrancesco
Cc:
Subject: VT CCB: Application S-000006952 LCC Submission

The Cannabis Control Board would like to inform you that S-000006952, Retailers Renewal has been submitted. Approval is pending by the CCB as well as your Local Control Commission. This applicant's proposed cannabis establishment is within your municipality.

Pursuant to state law, most cannabis establishment application materials are confidential. See 7 V.S.A. § 901(h)(1)(A). The Board is sharing some of the application information in this document to facilitate the Local Control Commission's licensing review. The Board asks that you abide by state law and maintain the confidentiality of this information.

The Local Control Commission may request further information about the proposed cannabis establishment directly from the applicant.

Business Legal Name and Registered: Matterhorn Apothecary LLC Alternatives: Matterhorn Apothecary LLC
Address: (please note that for all application types except retail establishments and integrated facilities) the address of this establishment is not public information and should not be shared):
Principals and Controlling Entities: Veronica Horn, Matthew Horn Jr, & Matt Horn
Primary Contact's email address:
Primary Contact's phone number:

For this license type, the applicant is asked the following questions which may be relevant to your review:

- Do you comply with required inspections or permits from other state and local agencies (for example, certificates of occupancy)?
 - ☐ Yes

- Is your proposed Cannabis Establishment project in a public building?
 - ☐ Yes

All applicants are required comply with Division of Fire Safety (DFS) requirements which is documented through a non-jurisdictional letter or fire safety inspection report.

In order to issue this license, the CCB requires the approval of your Town's Local Control Commission.

Please submit documentation of the Local Control Commission's decision via email to CCB.Applications@vermont.gov

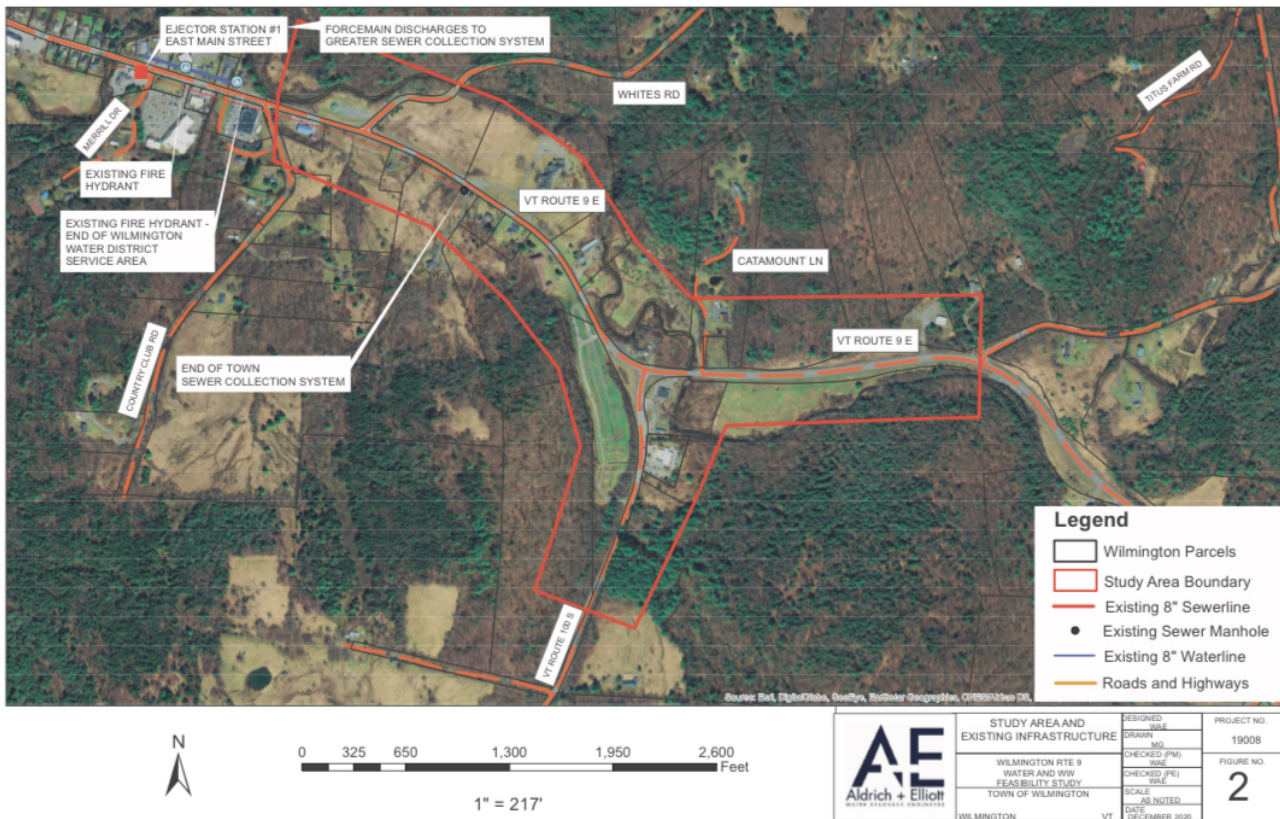
Local Control Commission authority is defined at 7 V.S.A. § 863, and the Board has developed information for municipalities and Local Control Commissions on its [website](#). Per CCB Rule 2.14, if a Local Control Commission allows an application to remain undecided for forty-five days, that application is presumptively granted. For a list of upcoming projects proposed in your municipality, [click here](#).

Thank you,

Cannabis Control Board

For assistance, contact: (802) 828-1010
CCB.Applications@vermont.gov

Route 9 Infrastructure Expansion Project



Informational Meeting : Monday February 26th, 2024
6-7pm Wilmington Town all Meeting Room
Bond/Vote : March 5th, 2024
by Australian Ballot
Questions 2 & 3

What is the Route 9 Infrastructure Expansion Project?

The Route 9 Infrastructure Expansion Project is to improve blight and underdeveloped properties by constructing 6,000 feet of water and wastewater service along Vermont Routes 9 East & 100 South. The water line will begin at #107 Vermont Route 9 East and the wastewater line will begin at #129 Vermont Route 9 East; both will continue to #324 Vermont Route 9 East, and 600 feet to #30 Vermont Route 100 South where the Southwestern Vermont Medical Center's (SVMC) Deerfield Valley Campus is located.

What is the issue the Bond or Loan will resolve?

Due to inadequate infrastructure, this mixed commercial/residential area consists of 26 vacant, blighted, or underdeveloped properties. Five of the commercial properties have no wastewater systems and some have no water service; others have compromised wells and septic systems. Not building this infrastructure, the area is likely to continue to decline along with the corresponding grand list values. The \$2,128,406 received in grant funding for this project will need to be returned and may not be available in future years.

Why are there Two Separate Questions on the Ballot, one for the Potential Bond and one for the Potential Loan?

Vermont Law requires that the authorization for a bond from the Vermont Bank and the loan from the U.S. Department of Agriculture be presented as two different questions. The Town only seeks to use one of these funding sources, but want the option of choosing the funding source with rate that will provide the greatest flexibility in choosing a rate most beneficial to the Wilmington taxpayers.

Timeline :

- Bonding/Loan Approval- [March 5, 2024](#)
- Permitting & Easements - [March - December 2024](#)
- Construction Begins - [April 2025](#)
- Construction Complete - [May 2026](#)

Project Cost : \$5,170,650

Grant Funding Secured :

- Northern Borders Regional Commission [\\$1,000,000 expires 9/30/2026](#)
- Community Recovery & Revitalization Grant [\\$753,510 expires 12/31/2026](#)
- American Rescue Plan Municipal Funds Remaining [\\$374,896 expires 12/31/2026](#)

Bond/Loan Information :

- Not to exceed [\\$3,100,00](#)
- Vermont Bond Bank 20 or 30 year bond option
- Alternative to Vermont Bond Bank is to enter into a loan agreement with USDA that may have some forgiveness in the loan agreement

Example of Tax Implication :

- If the full bond is used a house with an assessed value of \$200,000 would see an increase of \$62 in the first year

For more information Contact : Gretchen Havreluk, Economic Development Consultant
ghavreluk@wilmingtonvt.us (802)464-8591 ext 117

Charles Trebbe, Jr Tennis Courts

Relocation to Lisle Hill Road

January 24, 2024

Feasibility Study will need to be completed costing approximately \$10k.

According to a director of engineering and landscape architecture at a well-known firm, a Storm Water Permit from the State will be needed when redeveloping ½ Acre or more which includes adding parking and impervious surfaces. The fee for the application is \$7k, an annual fee of approximately \$200, and every 5-year a full review costing between \$2k-\$3k which includes an inspection of the property.

Town Development Review Board Permit will be needed. There will be increased traffic on Lisle Hill Road which is a residential neighborhood and the property is in the Residential Zone. This might be challenging for the DRB to approve. The acreage is 1.4 acres and due to the shape of the property would not allow for expansion of more courts.

But we already know that the property is all ledge and not level. Blasting would need to be done. Parking would need to be created.

1)These courts were built in 1972 on .7 acres and have never been completely reclaimed. I believe that 51 years of regular maintenance is a great return on the Towns' money.

2)The courts are in the Flood Hazard Area however; recreation is an allowed use and is the best use of flood zones. The Director mentioned above in our preliminary discussion agrees the best location for the tennis courts is where they are currently located.

Submitted by,

Gretchen M. Havreluk



SOUTHERN VERMONT

DEERFIELD VALLEY

WILMINGTON SIGNAGE GUIDELINES

The purpose of a comprehensive signage plan for Wilmington is to create a clearly defined set of standards that all signage and digital representations will follow. Regardless of time, personnel, and personal tastes all signage will remain consistent.

CURRENT SIGNAGE INCONSISTENCIES

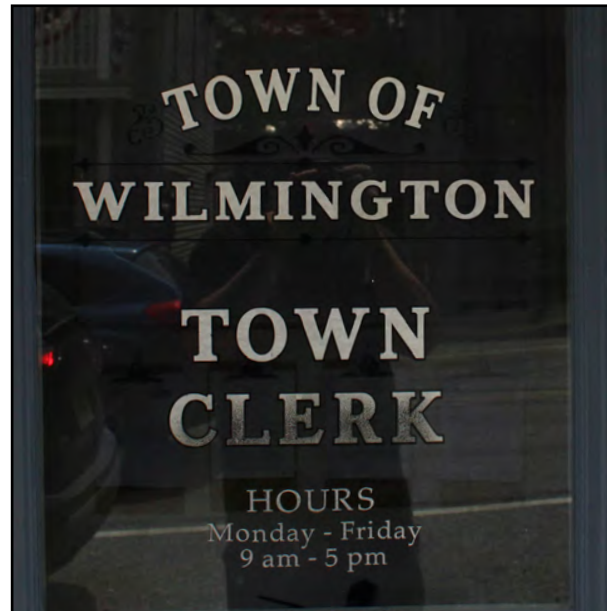
To be clear there is nothing “wrong” with any individual sign, however the current signage lacks a uniform consistency. This makes the signage appear disjointed and singular instead of part of a larger community. Examples of inconsistencies include:

CURRENT SIGNAGE INCONSISTENCIES

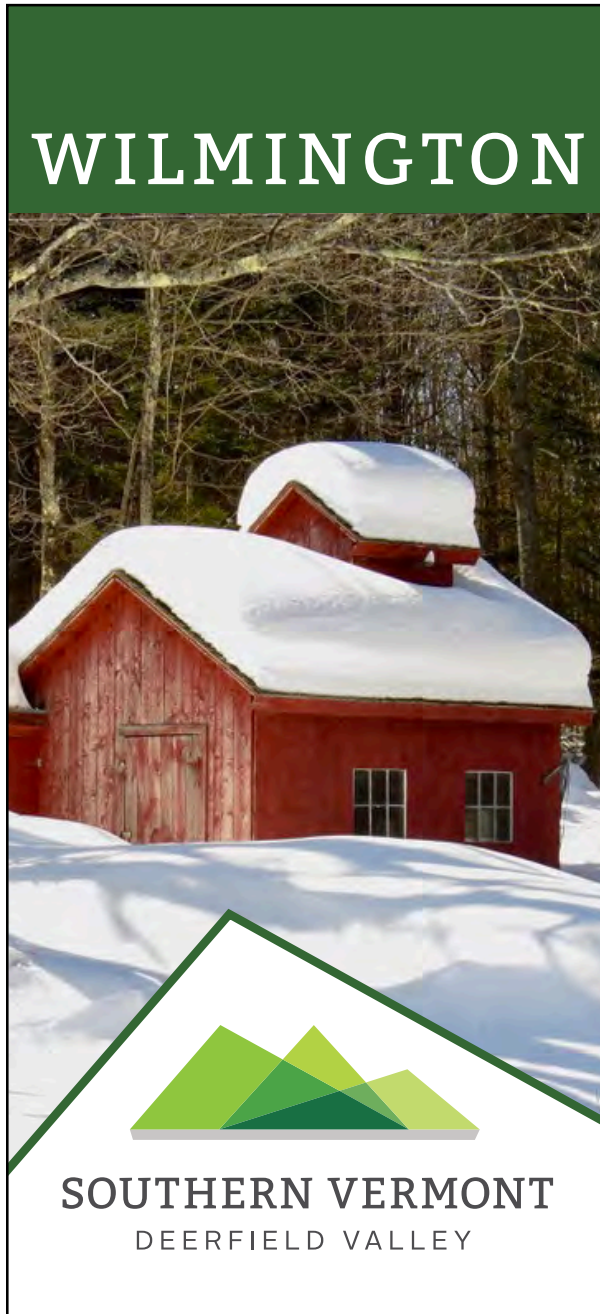
- Differing Fonts - Some are similar but still lack a true uniformity while others are completely different
- Differing Colors in backgrounds & text - Like fonts, some colors are in the same ballpark but still lack true uniformity, while others are completely different

CURRENT SIGNAGE INCONSISTENCIES

- Text Elements - Utilizing drop shadows and text curvature in only some instances
- Signage shapes
- Use of “Town of” in some instances but not in others



TOWN SIGNAGE FONT GUIDELINES



2 Fonts to be utilized across all signs:

- “Bitter” font - “Wilmington” should always be in this Slab Serif font, as well as anything considered a headline
- “MS Sans Serif” font - To be used for any secondary text to complement the Slab Serif of “Bitter”
- For signage purposes, the town should always be referred to as “Wilmington”, never “Town of Wilmington”

TOWN SIGNAGE COLOR GUIDELINES

3 colors should serve as the primary colors for all signage:



This green is taken from the trees in the town logo.
RGB = 146/194/108



Not all blacks are created equal! By defining this slightly lighter shade of black it will help ensure that the font & color remain consistent. To be used on any lighter color backgrounds.
RGB = 77/77/79

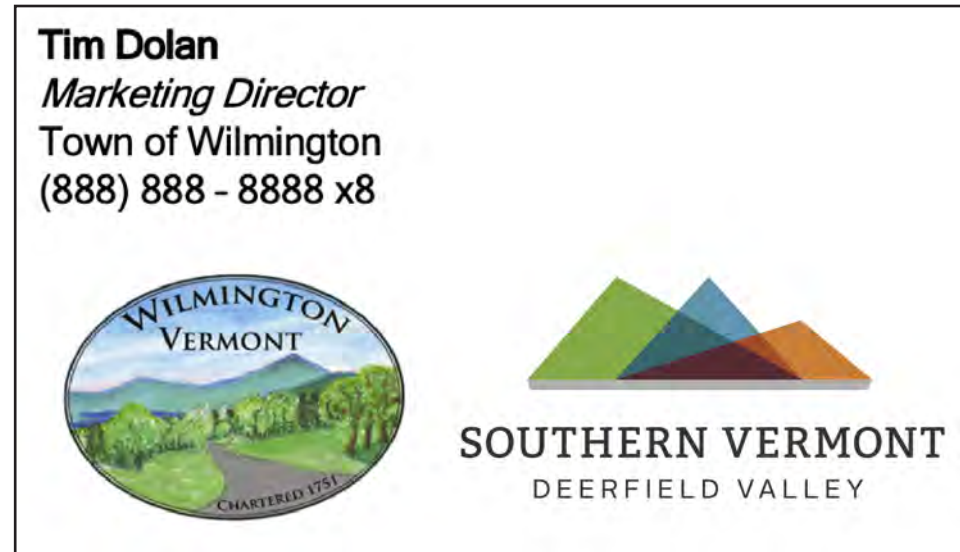


True white, to be used anytime fonts are placed on top of darker backgrounds
RGB = 255/255/255



TOWN EMPLOYEE EMAIL SIGNATURES

- Wilmington to utilize the “Microsoft Sans Serif” font family
- Name always in bold font
- Position always in italics
- Town name and phone always in regular font
- Phone always uses format (xxx) xxx - xxxx
- Logos are combined into one png to ensure consistent use



POLE BANNERS



- Use seasonal palletes of the SVDV logo to help bring the marketing efforts together
- 3 to 5 year life allows for more flexibility to develop and grow with the marketing efforts and the relationship between the towns

Waterbody: Lake Raponda

Town of: Wilmington

Lake Association: Lake Raponda Association

Project Type: Greeter Program

Contact Name and Email Address: Cory Ross, ross.wcnrcd@gmail.com

ANC Grant Award Amount: \$5657

Total Project Cost: \$19,188.23 *(includes in-kind match)*

Additional Funding Provided by: The Lake Raponda Environmental Foundation and the Town of Wilmington

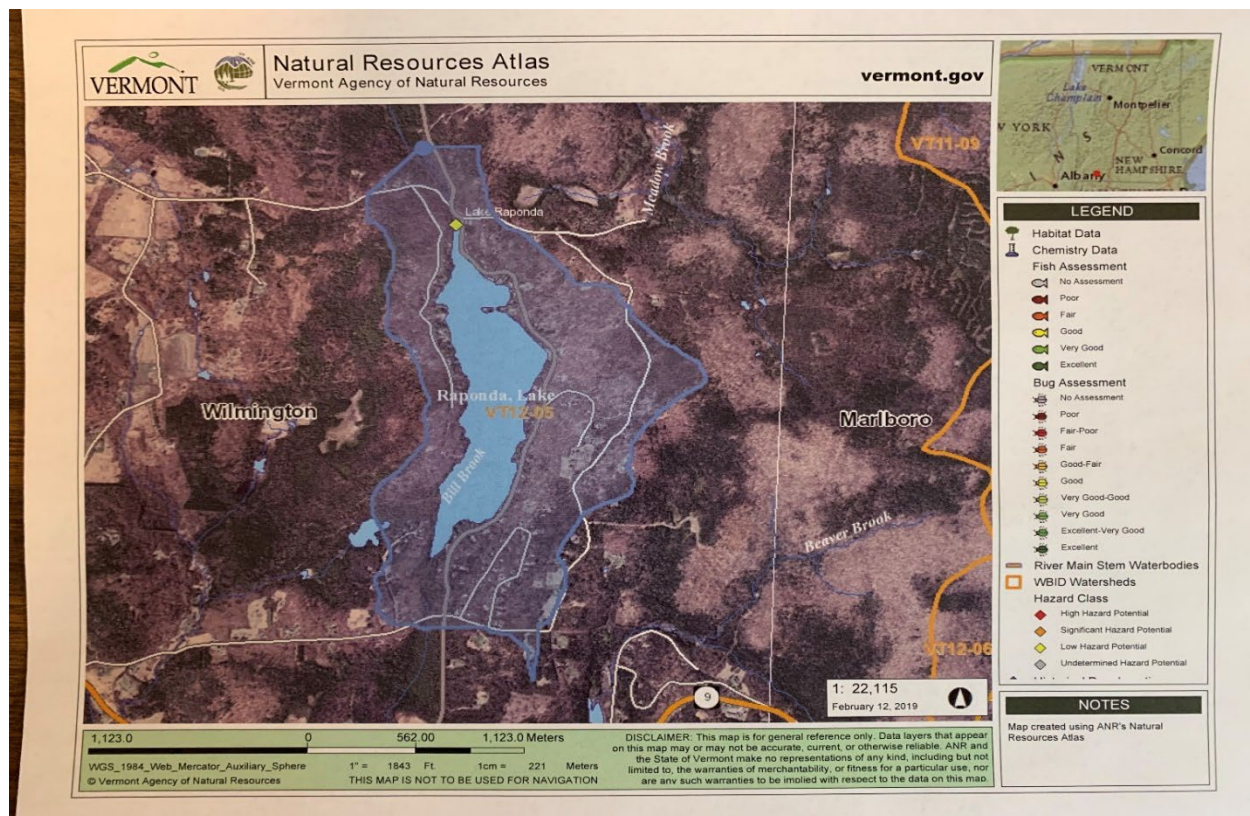
Lake Raponda Greeter Program

2023 Project Completion Report

Program Description:

Located in Wilmington, VT, Lake Raponda is a 121-acre spring fed, warm water lake that is used by Wilmington residents, property owners, their guests and visitors for a variety of recreational purposes. Lake Raponda is publicly accessible via a State boat launch area at the northern end of the lake as well as via the Town of Wilmington's swimming, beach, and picnic area on the lake's east side. Although the beach is restricted to Town of Wilmington residents, property owners and their guest, the State's boat launch is open to the general public; which include neighboring communities like Whitingham that have recorded invasive species in Lake Sadagwa; as well as boaters from all of Vermont and elsewhere.

Raponda is at risk for infestation by invasive species that include—but are not limited to—Eurasian watermilfoil, Variable watermilfoil, Water chestnut, Curly-leaf pondweed, Hydrilla, Zebra mussels, Asian clams, and Spiny water flea. The Lake Raponda Association (LRA: <http://raponda.org>) is a group of Wilmington residents and property owners with homes on or near the lake. The LRA partnered with the Town of Wilmington, the Lake Raponda Environmental Fund and the Windham County Natural Resources Conservation District to implement a greeter program for the 2023 season. This is the seventh year that the program has operated, and the fourth year that the conservation district has served in an administrative capacity. The goal of the program continues to be protecting Lake Raponda from aquatic invasive species by: 1) Educating the public and the boats that could potentially introduce invasive species; and 2) Monitoring, gathering data, and inspecting boats entering Lake Raponda.



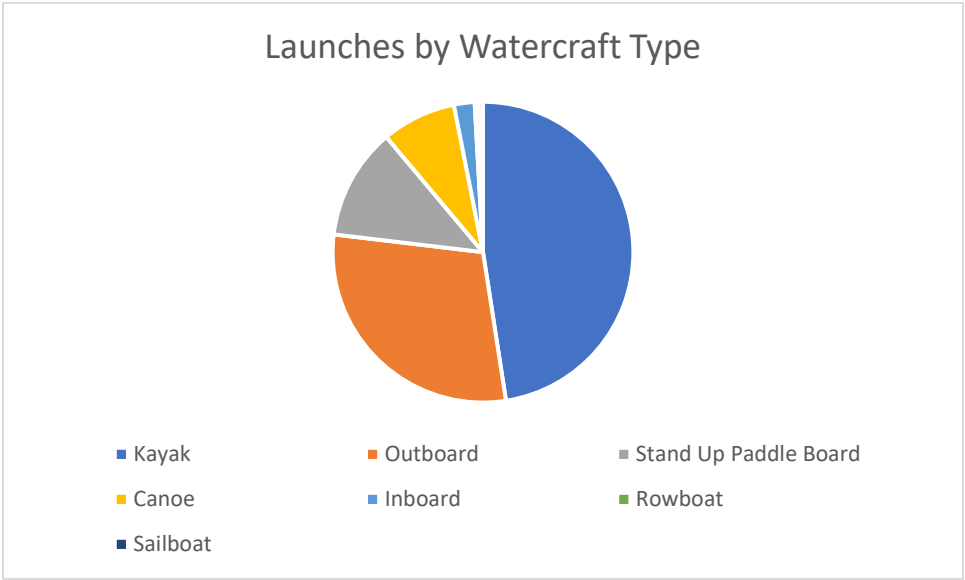
The 2023 Lake Raponda Greeter Season was staffed with paid greeters from May 25 until September 10th. Paid greeters were present all days except Tuesdays and Wednesdays throughout the season and Mondays and Thursdays during quieter portions of the season. The program utilized three paid greeters for the 2023 season, including one greeter who split hours between Raponda and South Pond. This allowed for greater scheduling flexibility. Members of the LRA also contributed at least 57 hours of volunteer greetering throughout the 2023 season.

Paid and volunteer greeters processed 225 watercraft launches over the course of 507.5 hours in the 2023 season and inspected 98 watercraft. Happily, no aquatic invasive species were detected at Lake Raponda in 2023. 98.9% of boaters indicated they would check for AIS on future boating trips themselves, which is the ultimate goal of the program.

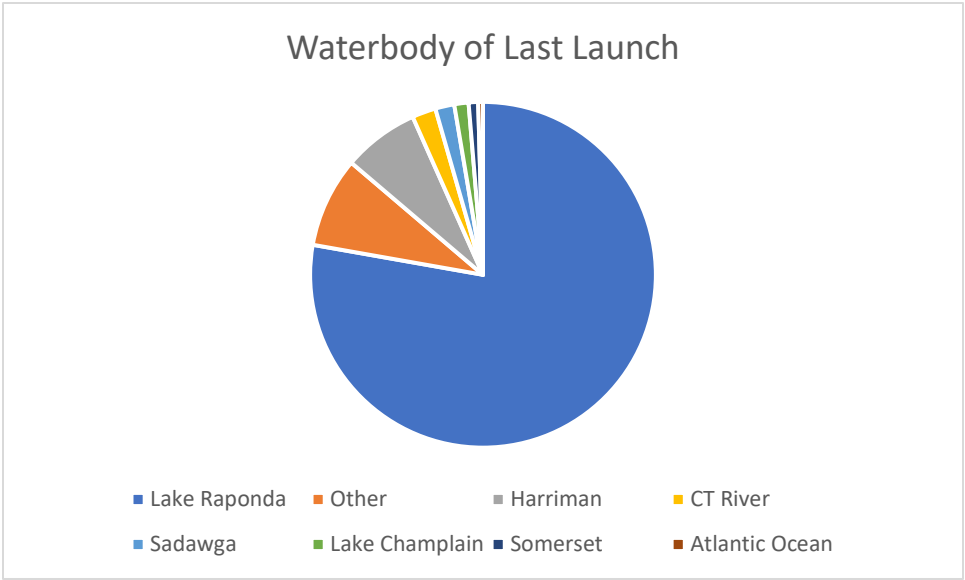
Program Challenges

The primary challenge the Lake Raponda program encountered for the 2023 season was a significant shortage of volunteers. This resulted in increased costs for the program as paid greeters were utilized for most of the season. Retaining qualified greeters in the current labor market required us to continue paying greeters \$20 per hour. While we feel this is a fair rate of pay, it does present financial challenges for the program. The considerable generosity of the Lake Raponda Environmental Foundation was critical to our ability to keep the program running smoothly all season.

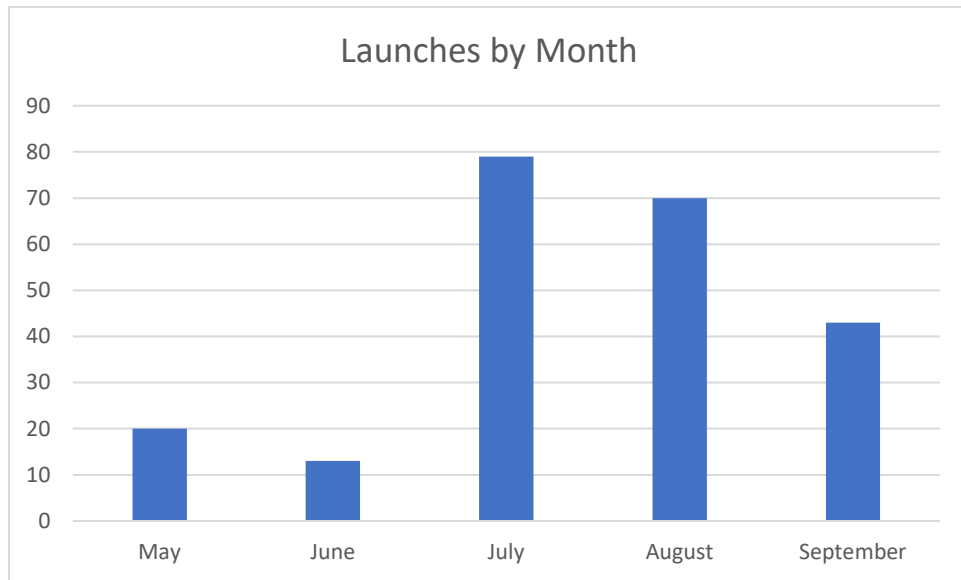
Lake Raponda 2023 Launch by Watercraft Type



Lake Raponda Waterbody of Last Launch



Boaters by Month



Month Number of Inspections

May	20
June	13
July	79
August	70
September	43

Funding	2023	2022	2021	2020	2019
Aquatic Nuisance Control Grant-in-aid Grant	\$5,657	\$5,975	\$5,230	\$5,508.50	\$5,876.00
Lake Raponda Foundation/LREF	\$8321.42	\$6,245.70	\$3,815	\$1912.48	\$1,763.05
1% Local Option Tax Fund (Wilmington)	\$4,102.81	\$3,023.76	\$1,900	\$500	\$1,763.05
Total Funds	\$18,081.23	\$15,244.46	\$10,945	\$7,920.98	\$9,402.10

Major Successes

1. Thanks to the financial support of the Lake Raponda Environmental Foundation and volunteer support of the Lake Raponda Association, we were able to provide coverage throughout the season on most days, despite needing to increase the paid greeter rate to \$20/hour. This is a testament to the local community and their commitment to protecting the watershed. Increased financial support from the Town of Wilmington was crucial to the continued success of the program as well.
2. Boaters were generally very positive and supportive of the greeter program at Lake Raponda. We did not have many challenges with compliance. This speaks to the important work that the greeter program has done over the past few years to build a relationship with the boating community.



Greeters Alex Hernandez and David Warburton at the Lake Raponda boat launch in 2023.

Request For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Windham County Conservation District (NRCDD)

Date of Request: January 25, 2024

Contact person, phone numbers, mailing and email address:

Cory Ross, District Manager Windham NRCDD

28 Vernon Street Suite 332

Brattleboro, VT 05031

802-689-3024

Ross.wcnrcd@gmail.com

Amount of Request and Date Funding Needed:

\$4,100.00, May of 2024

Describe in detail the purpose and specific use of the funding:

The funds would be used for the 2024 Lake Raponda Greeter Program. The program is in its 8th year and will run from late May until early September in coordination with the Lake Raponda Association, the Lake Raponda Environmental Foundation, the Town of Wilmington and the Windham NRCDD. The purpose is to manage the program with paid greeters to educate and inspect boats for invasive species entering Lake Raponda. The greeters will also enter data collected from each day into the state's data management system.

Please provide a financial breakdown of your project/request:

We anticipate the Vermont DEC will provide \$12,750, which is an increase from last year due to increased funds in the state budget for this program. The Lake Raponda Environmental Foundation is willing to provide funding up to \$5,000. The LREF contributed \$8,321 last year but is unable to maintain this level of funding. Wilmington's contribution of \$4,100 will include the portable toilet. The total proposed budget for the 2024 season is \$21,250 with an additional \$2,800 of in-kind matching services. The full proposed budget is attached.

Briefly describe the need for the funding and any other information that can support the application:

These funds will help prevent invasive species in Lake Raponda, which in turn, protects the properties around the lake. Increased funding from the State of Vermont will enable the program to provide coverage with paid greeters 5 days per week throughout the season. This change is necessary as an ongoing shortage of available volunteers has resulted in gaps in coverage in past years. Preventing the introduction of a noxious invasive species such as

Eurasian Watermilfoil is considerably cheaper than managing an infestation once introduced and established.

Signature of Applicant

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Date

1/25/2024

Item	Expenses	Volunteer/Total	
Administration (11 hours * \$65/hour)	715		715
Coordination (11 hours * \$65/hour paid) (10 hours * \$25/hour volunteer)	715	250	965
Greeters (Paid Greeter Hours* \$20 hour) (Volunteer Greeter Hours x \$15/hour)	17928	1800	19728
Organizational			0
Hand Pullers			0
Searchers			0
Bookkeeping (4 hours * \$65/hour)	260		260
Total Personnel	19618	2050	21668
 Total Fringe Costs	 1371.492		 1371.492
FICA			
Mileage		87.75	87.75
 Equipment	 260	 650	 910
Portable Toilet		650	
 Contractors			
 Miscellaneous			
 TOTAL Expense	 21249.49	 2787.75	 24037.24
Total Income	21250		
Balance	0.508		
 Anticipated Income			
VT DEC	12750		
Town of Wilmington	3500		
Lake Raponda Environmental Fund	5000		
In-Kind Services	2787.75		
In-Kind Services as a percentage of total budget	11.59763		
Total Match	11287.75		
Total Match as a percentage of total budget	46.95942		
Administrative costs as percentage of total budget	2.974551		
 Total			

Date	Day	Start Time	End Time
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25-May	Thursday		Greeter Orientation
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26-May	Friday	6:00	7:00 PM
27-May	Saturday	6:00	7:00 PM
28-May	Sunday	6:00	7:00 PM
29-May	Monday	6:00	7:00 PM
30-May	Tuesday	6:00	7:00 PM
31-May	Wednesday	6:00	7:00 PM
1-Jun	Thursday	6:00	7:00 PM
2-Jun	Friday	6:00	7:00 PM
3-Jun	Saturday	6:00	7:00 PM
4-Jun	Sunday	6:00	7:00 PM
5-Jun	Monday	6:00	7:00 PM
6-Jun	Tuesday	6:00	7:00 PM
7-Jun	Wednesday	6:00	7:00 PM
8-Jun	Thursday	6:00	7:00 PM
9-Jun	Friday	6:00	7:00 PM
10-Jun	Saturday	6:00	7:00 PM
11-Jun	Sunday	6:00	7:00 PM
12-Jun	Monday	6:00	7:00 PM
13-Jun	Tuesday	6:00	7:00 PM
14-Jun	Wednesday	6:00	7:00 PM
15-Jun	Thursday	6:00	7:00 PM
16-Jun	Friday	6:00	7:00 PM
17-Jun	Saturday	6:00	7:00 PM
18-Jun	Sunday	6:00	7:00 PM
19-Jun	Monday	6:00	7:00 PM
20-Jun	Tuesday	6:00	7:00 PM
21-Jun	Wednesday	6:00	7:00 PM
22-Jun	Thursday	6:00	7:00 PM
23-Jun	Friday	6:00	7:00 PM
24-Jun	Saturday	6:00	7:00 PM
25-Jun	Sunday	6:00	7:00 PM
26-Jun	Monday	6:00	7:00 PM
27-Jun	Tuesday	6:00	7:00 PM
28-Jun	Wednesday	6:00	7:00 PM
29-Jun	Thursday	6:00	7:00 PM
30-Jun	Friday	6:00	7:00 PM
1-Jul	Saturday	6:00	7:00 PM
2-Jul	Sunday	6:00	7:00 PM
3-Jul	Monday	6:00	7:00 PM
4-Jul	Tuesday	6:00	7:00 PM
5-Jul	Wednesday	6:00	7:00 PM
6-Jul	Thursday	6:00	7:00 PM
7-Jul	Friday	6:00	7:00 PM
8-Jul	Saturday	6:00	7:00 PM

9-Jul Sunday	6:00	7:00 PM
10-Jul Monday	6:00	7:00 PM
11-Jul Tuesday	6:00	7:00 PM
12-Jul Wednesday	6:00	7:00 PM
13-Jul Thursday	6:00	7:00 PM
14-Jul Friday	6:00	7:00 PM
15-Jul Saturday	6:00	7:00 PM
16-Jul Sunday	6:00	7:00 PM
17-Jul Monday	6:00	7:00 PM
18-Jul Tuesday	6:00	7:00 PM
19-Jul Wednesday	6:00	7:00 PM
20-Jul Thursday	6:00	7:00 PM
21-Jul Friday	6:00	7:00 PM
22-Jul Saturday	6:00	7:00 PM
23-Jul Sunday	6:00	7:00 PM
24-Jul Monday	6:00	7:00 PM
25-Jul Tuesday	6:00	7:00 PM
26-Jul Wednesday	6:00	7:00 PM
27-Jul Thursday	6:00	7:00 PM
28-Jul Friday	6:00	7:00 PM
29-Jul Saturday	6:00	7:00 PM
30-Jul Sunday	6:00	7:00 PM
31-Jul Monday	6:00	7:00 PM
1-Aug Tuesday	6:00	7:00 PM
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25-Aug Friday	6:00	7:00 PM
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27-Aug Sunday	6:00	7:00 PM
28-Aug Monday	6:00	7:00 PM
29-Aug Tuesday	6:00	7:00 PM
30-Aug Wednesday	6:00	7:00 PM
31-Aug Thursday	6:00	7:00 PM
1-Sep Friday	6:00	7:00 PM
2-Sep Saturday	6:00	7:00 PM
3-Sep Sunday	6:00	7:00 PM
4-Sep Monday	6:00	7:00 PM
5-Sep Tuesday	6:00	7:00 PM
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7-Sep Thursday	6:00	7:00 PM
8-Sep Friday	6:00	7:00 PM
9-Sep Saturday	6:00	7:00 PM
10-Sep Sunday	6:00	7:00 PM

Total Paid Greeters Hours

Total Paid Greeter Hours Adjusted for 10% rain outs an

Total Volunteer Greeting Hours

Total Volunteer Greeting Hours adjusted for rain out a

Hours of Greeting (Paid) Hours of Greeting (Volunteer)

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Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee - Town of Wilmington Trail Committee (WTC)

Date of Request - February 1, 2024

Contact person, phone numbers, mailing and email address

- Bob Fisher, WTC Chair, 802-464-3276; P.O. Box 1708, West Dover, VT 05356
(Bob@Fisherandfisherlaw.com)
- Or Carol Bois, 508-272-3126, 23 Stearns Ave., Wilmington VT 06355
- (cb@boisconsulting.com)

Amount of Request and Date Funding Needed

- Total amount requested: \$18,070
- Feb. 7, 2024

Describe in detail the purpose and specific use of the funding

This request is for the WTC consultant (Weston & Sampson) to finalize the 100% construction drawings, notes and specifications for the Hoot, Toot & Whistle construction project; also to complete bid package (estimated for early March 2024) and to assist the WTC as necessary with technical responses to bids.

Please provide a financial breakdown of your project/request. (all Lump Sum)

100% construction plans/specs/bid contract documents	\$12,000
Bid assistance to Town, technical questions, bid walk	\$ 3,000
Expenses	\$ 500
VOREC Grant assistance	<u>\$ 2,570</u>
	\$18,070

Briefly describe the need for the funding and any other information that can support the application.

The initial requests for the HTW engineering project were for planning, design, preliminary engineering drawings and permitting for the project. This funding will provide the final 100% construction plans, specs and bid package for the Town to solicit bids for the project. Includes assistance in filing for the state's VOREC grant.

Signature of Applicant

Date January 31, 2024

A handwritten signature in blue ink, appearing to read "Carl de Hart Bob". The signature is fluid and cursive, with the first name "Carl" being the most prominent.

for Bob Fisher, Chair

AMENDMENT NO. 2
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN THE
TOWN OF WILMINGTON, VERMONT
AND
WESTON & SAMPSON ENGINEERS, INC.

The AGREEMENT for Design of Improvements to the Hoot Toot & Whistle Trail made on the 2nd day of May, 2022 by and between the Town of Wilmington, Vermont, hereinafter called the MUNICIPALITY, and Weston & Sampson Engineers, Inc., with offices at One Winners Circle, Suite 130, Albany, New York 12205, hereinafter called the ENGINEER is hereby amended in accordance with the provisions of said AGREEMENT.

1. SCOPE OF WORK

This amendment is issued to incorporate the following changes to the scope of work as requested by the MUNICIPALITY and is based on information requested by the MUNICIPALITY to assist in the development of the VOREC Grant submission. In addition, prepare Contract Documents, Bidding Assistance, and Construction Observation based on previously submitted trail improvement plans and details.

Phase E: VOREC Grant Assistance

Within this task, Weston & Sampson will coordinate with the Town grant writer and the Wilmington Trail Committee members to revise drawings and the opinion of probable construction costs. Revisions are anticipated to meet formatting, content, and requirements outlined within the 2023 Vermont Outdoor Recreation Collaborative (VOREC) Community Grant Program Application Guide.

Phase F: Contract Documents

Weston & Sampson will proceed with developing final construction drawings and specifications identifying project improvements. The final product of this phase shall consist of contract documents for the Town's use in the purposes of bidding and construction.

Tasks within this phase include the following:

1. Prepare construction drawings and specifications of project improvements, including but not limited to the following items:
 - Cover Sheet & Plans
 - Sections & Elevations
 - Details & Schedules
 - Specifications on plan sheets.

2. Develop technical specifications. It is anticipated that this project will be bid on a lump sum basis, as generally outlined by previously determined trail segments. Standard Town boiler plate front end specifications will be prepared by the Town and included within the final contract documents.
3. Prepare final construction drawings and technical specifications for the improvements. Drawings shall include all necessary layout information and construction details and be signed and sealed by a Vermont State Registered Professional.
4. Weston & Sampson will submit copies of the 100% completed Contract Documents to the Town for review, attend meetings with Town representatives to review the documents, and make any necessary modifications prior to bidding the project.
5. We assume a total of two virtual (2) meeting during this phase of the project.

Deliverables for this phase will include:

- One (1) digital copy of Contract Documents and cost estimate (PDF)

Phase G: Bidding Assistance

Weston & Sampson will provide bidding assistance services during the Bid Phase that include furnishing digital bid documents, preparation of an opinion of probable cost estimate, assembly of project front-end document specifications manual (provided by Town), preparation of a public Notice to Bidders (to be published by the Town), attend a pre-bid walk through, prepare bid addenda, attend the bid opening, prepare a tabulation of bids, verification of references of the low bidders, and prepare award letters for the prime contract.

The following services are not included in the scope of services but can be provided as additional services if authorized by the Client. Compensation for additional services will be agreed to prior to their performance:

- Preparation & submission of environmental permitting (including NEPA, FEMA, Floodplain, VTDEC Stream Alteration General Permit, stormwater permitting, or Town of Wilmington Driveway Access Construction Permit).
- Geotechnical or Structural investigations & analysis, including but not limited to borings, global stability analysis, test pits, and soil sampling.
- Preparation of topographic, property, or subsurface land surveys.
- Preparation of front-end specifications or applications, fees, permits, approvals, or clearances not specified.*
- Additional environmental or archaeological investigations (including Phase 1B or 2) or permitting beyond those identified above.
- Attendance at meetings, presentations, or coordination in addition to those described.
- Additional design reviews, construction inspections or preparation of as-built plans

* *All permitting, application, and similar project fees shall be paid directly by the MUNICIPALITY.*

2. SCHEDULE:

The scope of work within this amendment is scheduled to be initiated upon acceptance of this amendment.

3. THE AGREEMENT FEE

This amendment modifies the agreed upon amount to be paid to the ENGINEER. We propose to perform the scope of services described herein as indicated below. Invoices will be submitted directly to the Client. Client shall pay Weston & Sampson invoices within 30 days. Prior to commencing this scope of work, we will require written authorization to do so.

Phase E: VOREC Grant Assistance (Lump Sum)	\$ 2,570.00
Phase F: Contract Documents (Lump Sum)	\$ 12,000.00
Phase G: Bidding Assistance (Lump Sum)	\$ 3,000.00
<u>Estimated Expenses</u>	<u>\$ 500.00</u>
Amendment #2 Total:	\$ 18,070.00

Rate Schedule for Time & Material Hourly Services or services to be provided on an as-requested basis.

Principal-in-Charge	\$260.00 - 280.00
Project Manager	\$155.00 - 185.00
Sr. Landscape Architect/ Engineer	\$125.00 - 145.00
Project Landscape Architect/ Engineer	\$100.00 - 115.00
Landscape Designer/ Engineering Technician	\$65.00 - 105.00


IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 2 this _____ day of _____, 2024.

ACCEPTED FOR:

TOWN OF WILMINGTON, VERMONT WESTON & SAMPSON ENGINEERS, INC.

By its:

(Typed name and Title)



Daniel Biggs, RLA, ISA, CERP | Associate
(Typed name and Title)

From: Cliff Duncan <c.duncan@duncancable.com>
Sent: Wednesday, January 24, 2024 11:50 AM
To: Scott Tucker <stucker@wilmingtonvt.us>
Subject: Next Selectboard meeting request.

Good Morning Scott,

I wish to request an opportunity to be placed on the next Select Board Meeting agenda for 2 purposes.

1. Since I appeared before the Board last summer to discuss changes we might consider to improve Town Meeting attendance, I have been hearing from many other residents who agree that we should preserve the tradition of an annual Town Meeting every March. Though I was not in attendance, I'm told that some Board members suggested at a recent meeting putting the question to switch to an Australian ballot platform and no longer have a Town Meeting, on this year's warning. If true, this would be the same proposal as last year's warned article, which by my recollection didn't gather a single vote in support of such a change.

A decline in Town Meeting attendance can be attributed to many things but the timing of a noticeable drop in attendance most recently came when we stopped mailing out the Town Report. Not only should the Town report be mailed out, it should also include on the 1st page, a brief preface stating the origins, the purpose and the importance of Town Meeting to all residents.

Among other points, I would also like to discuss what if any of the recent suggestions offered by Therese Loundsbury and others in attendance at that SB meeting, is the Board contemplating?

2. The other item I wish to bring before the Board is to warn the reestablishment of a Wilmington Budget Committee that existed for decades but was disbanded by your predecessor as he did not like the concept.

Thank you for your attention regarding these important matters and I look forward to appearing before the Board.

Regards,

Cliff